

Program Business Manager-15

Core Requirements

Program Management

As Program Business Manager, the incumbent is an integral member of the team of two top executives on the Program. His/her expertise in resource management and ability to deal with technical concepts are key contributions to the successful leadership of the Program. Specific responsibilities in this area include:

1. Acts for the Program Manager on matters within his/her cognizance and performs as the Program Manager in the absence of the Program Manager.
2. The incumbent organizes, supervises and trains the Program business staff and directs the execution of the business functions of the Program.
3. Plays a major role in establishing overall Program policies, plans, and priorities. Is an authoritative source for decisions and guidance. The Program Manager places full reliance on the incumbent as a management authority in overall program definition, direction, and emphasis throughout the mission cycle.
4. Maintains continuous surveillance of schedule milestones for all program systems and all activities within or outside NASA that may affect the programmed costs, technical acceptance, and completion date of the program.

Program Business Systems, Control, and Analysis

The incumbent serves as "Business Manager" for the Program to ensure accomplishment of overall mission objectives in providing business management expertise to all phases and segments of the Program. In particular, the incumbent:

1. Maintains surveillance over the program's business systems to ensure maximum probability of program success (i.e., on-time performance within budget allocations) and resolves all requirements within or outside NASA that affect the business aspects of the program.
2. Conducts program management and business reviews including reviews by Center Management, Headquarters Management, contractors, investigators, and foreign governments
3. Recognizes the unique management and business problems that arise in the development of complex spacecraft systems and devises and executes effective solutions to these problems.
4. Directs the preparation of requirements for program control and analysis functions throughout the Center for the Program.
5. Assigns tasks to subordinates and cognizant groups within GSFC to ensure proper management, accurate analysis, and reporting of all program control functions. These functions include evaluation of contractor performance, program manufacturing and scheduling, human and financial resources, management information systems, configuration management systems, logistics functions, and documentation.

6. Performs reviews of documentation and configuration and initiates appropriate corrective action where necessary to assure acceptance of the spacecraft systems.
7. Involves technical personnel in those items requiring technical support and directs their interaction with the business staff
8. Leads all procurement activities for the Program. As such, he/she is responsible for defining and obtaining approval for the acquisition plans of all program needs (spacecraft, instruments and ground stations, and Construction of Facilities, etc.). Reviews program procurement plans and either approves them or recommends procurement problems with the Procurement Officer or the Contracting Officer.
9. Supervises all classical functions necessary to direct the activities of the Program staff. The incumbent plans, assigns, and evaluates the work to be accomplished; interviews candidates for staff positions; recommends promotions; and exercises his/her personnel management responsibilities on the basis of individual merit and without discrimination against any employee because of race, color, religion, sex, age, or national origin.
10. Responsible for the safety of personnel and property for the identification and control of hazards within the scope of his/her authority. Accordingly, he/she is charged with implementing the requirements, procedures, and standards established in the GSFC Health and Safety Manual and related directives for optimized, accident-free accomplishments.

Technical Consultation and Advice

1. Provides business consultation to GSFC support directorates on business aspects of the Program to assure control and accountability of Program resources. Establishes, convenes, and chairs committees and working groups as deemed necessary during the life of the Program such as coordination committees, supporting review groups, and analysis groups.
2. Submits initial budget recommendations for the Program, encompassing all missions, as part of the annual NASA budget preparation and makes revisions on a case-by-case basis as may be required. Develops and recommends financial Operating Plans for the missions assigned to the Program. The incumbent must integrate and optimize the individual mission budgets, ensure the proper allocation of funds among competing mission budgets; and apply cost carryover to the strategic advantage of the Program.
3. Supports the Program Manager in directing contractor efforts for the Program--directly for those contractors where the Program holds the contract and indirectly, as necessary, for the contractors of supporting organizations. Ensures that GSFC or other NASA activities maintain appropriate technical monitoring over the quality, timing, and work placed with outside contractors or other government agencies. Provides close liaison with and assistance to procurement officials in their negotiations and administration of contracts for the Program.

4. Develops and initiates Program reports as may be required by NASA or other Program circumstances to keep Program personnel, and higher authorities informed of the Program's progress. Ensures that the business data resulting from the Program are disseminated in accordance with its requirements.
5. Responsible for directing business and cost requirements for instrument developments and interfaces and well known scientific principal investigators throughout the United States including universities, other government agencies, and major corporations as well as foreign governments and universities. As such, the incumbent has the responsibility to conduct activities, because he/she is in a decision-making role, in a manner that reflects credit upon NASA and the United States.

Performs required travel.

Performs other duties as assigned.

Other Information

Skills and Knowledge Required by the Position

1. Professional knowledge of and ability to apply Research and Development business principles in developing and operating spacecraft and instrument systems including subsystems such as thermal, structural, power, communications, data handling, control, and guidance.
2. Knowledge of and experience in all phases of program management including but not limited to program control and analysis, management information systems, program-wide planning and evaluation, systems tests, configuration management, systems integration tests, reliability and quality assurance, scheduling, health and safety, budgetary and financial planning, technical direction and monitoring of contracts, and Program reporting. Particularly, this requires expert knowledge and experience in striking a balance between technical performance, schedule, and cost.
3. Ability to organize the various elements and groups required to effect a complete spacecraft program.
4. Ability to effectively balance management attention and resource allocations among a diverse set of missions.
5. Knowledge of government and Agency contractual and funding rules, regulations, relationships, and administrative processes involved in developing and procuring hardware, research studies, and engineering services.

6. Extensive background in the concepts, theories, principles, and practices of general cost accounting, budgetary control and financial analysis; and a firm foundation in legal principles governing business transactions and business relationships.
7. Ability to communicate well both orally and in writing.

Supervisory Controls

Reports administratively to the Program Manager

Guidance and review of the work by higher levels is generally restricted to matters of broad objectives and budget limitations.

The Program Business Manager's decisions and commitments are accepted as final even though approval may depend upon formal action by others.

Guidelines

Guidelines are broadly stated and nonspecific, e.g., broad policy statements, program directions which require extensive interpretation. Incumbent is responsible for developing Program Plan, submitting budget recommendations, maintaining schedules, and preparing systems and subsystems specifications,

The incumbent is the second senior line official responsible for execution of the Program within Headquarters and Center-prescribed guidelines and control. Must use considerable judgment and ingenuity in interpreting the intent of guides that do exist, developing recommendations to higher levels of management, and interpreting and implementing application of broad objectives for technical and administrative aspects of the Program.

Complexity

As Program Business Manager, the incumbent assists in organizing, leading, directing, and controlling all elements of program management; program planning, implementation, instrument selection to launch and post-launch activities, and for advance planning activities throughout the lifetime of the program.

The incumbent's resolutions to problems that may arise are considered to be authoritative.

The multiple missions also are a substantial factor in the position's complexity. In particular, ongoing analyses must be performed and judgments rendered concerning choices between resources expenditures amongst alternative missions. Recommendations must be made to the Program Manager, as well as GSFC and NASA Headquarters, regarding how best to utilize fixed workforce levels and research and development and travel funds.

Scope and Effect

The incumbent is responsible for comprehensive integration of all resources aspects of this flight program that is of vital importance to the Agency's goals.

The program staff has approximately 35 civil service personnel and contractors.

Personal Contacts

The incumbent has personal contacts with all levels of GSFC management, with management from NASA Headquarters, other NASA Centers, other Government agencies, management from private industry, scientific institutions, and foreign government agencies.

Purpose of Contacts

Contacts with contractors and their representatives are for the purpose of obtaining their compliance with budget and schedule and deadlines concerning the manufacture and delivery of equipment and services

In meeting with Center managers, the incumbent actively makes suggestions and recommendations that effectively contribute to the decisions and policy-making process. Recommends and suggests management actions and alternatives which can be taken when available accounting data disclose unfavorable trends. Personally meets with and assists management officials in applying financial data to management problems.

Physical Demands

The work is normally performed in a typical office setting. The incumbent will be expected to attend meetings where he must be attentive and sit for long periods of time. He/she will also be involved with pre-launch and launch activities that may require working in controlled environments, wearing special clothing, stooping, bending, and in some instances climbing.

Work Environment

The incumbent primarily works in a typical office setting (meeting rooms, conference rooms, etc.). Travel by air and auto is an element of this position.